

## RECORD OF PROCEEDINGS

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MINUTES OF A REGULAR MEETING OF  
THE BOARD OF DIRECTORS OF THE  
MOUNTAIN'S EDGE METROPOLITAN DISTRICT (THE "DISTRICT")  
HELD  
NOVEMBER 9, 2023

A regular meeting of the Board of Directors of the Mountain's Edge Metropolitan District (referred to hereafter as the "**Board**") was convened on November 9, 2023, at 6:00 p.m. via Microsoft Teams. The meeting was open to the public via video and telephone conference.

### ATTENDANCE

#### **Directors In Attendance Were:**

George Turtle; President  
William Sweatt; Treasurer  
Laura Murawski; Assistant Secretary  
Joseph McDonald; Assistant Secretary

#### **Also In Attendance Were:**

Celeste Terrell and Lindsay Ross; CliftonLarsonAllen LLP ("CLA")  
Elisabeth A. Cortese, Esq. and Emily Murphy, Esq.; McGeady Becher P.C.

#### **Members of the Public in Attendance:**

Hannah Rempe

### ADMINISTRATIVE MATTERS

**Disclosures of Potential Conflicts of Interest:** The meeting was called to order.

Attorney Cortese discussed the requirements of Colorado law to disclose any potential conflicts of interest or potential breaches of fiduciary duty of the Board of Directors to the Secretary of State. The members of the Board were requested to disclose any potential conflicts of interest regarding any matters scheduled for discussion at this meeting. Attorney Cortese noted that the Board consists of homeowners and there were no disclosures of potential conflicts of interest filed with the Secretary of State, and no additional conflicts were disclosed at the meeting.

**Quorum, Location of Meeting, Posting of Meeting Notice, and Agenda:** A quorum was confirmed.

The Board discussed the requirements of Section 32-1-903(1), C.R.S., concerning the location of the District's Board meeting. The Board determined to conduct the meeting at the above-stated date and time via video and teleconference (Microsoft Teams). It was further noted that notice of the time, date, and location of the meeting was duly posted, and the District had not received any objections to the location of the meeting or any requests that the meeting be changed by taxpaying electors within the District's boundaries.

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The agenda was presented for review. Following discussion, upon a motion duly made by Director Sweatt, seconded by Director McDonald and, upon vote, unanimously carried the Board approved the agenda, as amended, and excused the absence of Director Watkins.

**Public Comment:** Ms. Rempe informed the Board about the need for additional sidewalk repairs following recent concrete and sidewalk work completed by Jefferson County. Ms. Terrell confirmed that she will contact Jefferson County regarding the matter.

**August 10, 2023 Regular Board Meeting Minutes:** The Board reviewed the Minutes of the August 10, 2023 Regular Meeting. Following discussion, upon a motion duly made by Director Murawski, seconded by Director Turtle and, upon vote, unanimously carried, the Board approved the August 10, 2023 Regular Board Meeting Minutes, as presented.

**Resolution 2023-11-01, Establishing Regular Meeting Dates, Time, and Location and Designating Location for Posting 24-Hour Notices; Representative to Post Notices Within the District:** The Board discussed the business to be conducted in 2024. During the discussion, the Board determined to hold regular meetings on the 2<sup>nd</sup> Thursday of February, May, August and November at 6:00 p.m., to be held virtually. The annual town hall meeting will be held before the November meeting at 5:30 p.m. The physical posting location will change to the posts next to the community mailboxes and notices will be posted by Director Murawski and Director Sweatt. The Board expressed its interest in delivering door-to-door notices related to trash services and 2024 meeting dates to the community, to be delivered by Director Turtle and Director Sweatt.

Following discussion, upon a motion duly made by Director Sweatt, seconded by Director Turtle and, upon vote, unanimously carried, the Board adopted Resolution 2023-11-01 Establishing Regular Meeting Dates, Time, and Location and Designating Location for Posting 24-Hour Notices.

**Requirements of Section 32-1-809, C.R.S. and Compliance for 2024 (District Transparency Notice):** Attorney Cortese reviewed the special district transparency requirements of Section 32-1-809, C.R.S. with the Board. Following discussion, upon a motion duly made by Director Turtle, seconded by Director McDonald and, upon vote, unanimously carried, the Board directed CLA to post the District Transparency Notice on the District website and the Special District Association Website.

**Requirements of Section 32-1-306, C.R.S. and Compliance for 2024 (Annual Map Filing):** Attorney Cortese reviewed the annual map filing requirements of Section 32-1-306, C.R.S. with the Board. Following discussion, upon a motion duly made by Director Turtle, seconded by Director McDonald and, upon vote,

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unanimously carried, the Board directed CLA to file the District Annual Map filing.

### **2024 Insurance Renewal:**

**Cyber Security and Increased Crime Coverage:** Attorney Cortese discussed Cyber Security and increased Crime Coverage with the Board. Following discussion, upon a motion duly made by Director Turtle, seconded by Director McDonald and, upon vote unanimously carried, the Board approved increasing the Cyber Security and Crime Coverage to \$100,000.

**Insurance Committee:** An insurance committee was determined not to be necessary.

**District's Insurance and Special District Association (SDA) Membership for 2024:** Upon a motion duly made by Director Murawski, seconded by Director Turtle and, upon vote, unanimously carried, the Board authorized the renewal of the District's insurance, subject to the revisions discussed at the meeting, and the SDA membership for 2024.

### **FINANCIAL MATTERS**

**September 30, 2023 Unaudited Financial Statements and Cash Position:** Ms. Ross reviewed the September 30, 2023 Unaudited Financial Statements and Cash Position with the Board. Following review, upon a motion duly made by Director Sweatt, seconded by Director McDonald and, upon vote, unanimously carried, the Board accepted the September 30, 2023 Unaudited Financial Statements and Cash Position.

**Payment of Claims:** Ms. Ross reviewed the claims with the Board. Following discussion, upon motion duly made by Director Murawski, seconded by Director Sweatt and, upon vote, unanimously carried, the Board ratified approval of previous claims and/or approved current claims, as applicable, in the amount of \$62,280.50.

**Public Hearing on Amendment of the 2023 Budget:** Director Turtle opened the public hearing to consider an amendment to the 2023 Budget. It was noted that Notice stating that the Board would consider adoption of the 2023 Budget Amendment and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing. No public comments were received, and the public hearing was closed at 7:03 p.m.

Ms. Ross reviewed the 2023 Budget Amendment with the Board.

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Following discussion, upon a motion duly made by Director Turtle, seconded by Director Murawski and, upon vote, unanimously carried, the Board adopted the Resolution to Amend the 2023 Budget.

**Termination of Trash and Recycling Fees effective December 31, 2023:**

Following discussion, upon a motion duly made by Director Sweatt, seconded by Director McDonald, and upon vote unanimously carried, the Board voted to terminate the Trash and Recycling Fees and directed District Counsel to prepare a resolution to effect the same.

**Public Hearing on Proposed 2024 Budget:** Director Turtle opened the public hearing to consider the proposed 2024 Budget and to discuss related issues.

It was noted that Notice stating that the Board would consider adoption of the 2024 budget and the date, time and place of the public hearing was published pursuant to statute. No written objections were received prior to the public hearing. No public comments were received, and the public hearing was closed.

Ms. Ross reviewed the estimated 2023 expenditures and the proposed 2024 expenditures with the Board.

Upon motion duly made by Director Turtle, seconded by Director Murawski and, upon vote, unanimously carried, the Board approved the 2024 Budget, as discussed, and considered adoption of Resolution No. 2023-11-02 to Adopt the 2024 Budget and Appropriate Sums of Money and Resolution No. 2023-11-03 to Set Mill Levies (49.728 mills in the General Fund and 43.500 mills in the Debt Service Fund, for a total mill levy of 93.228 mills) (the “**Resolutions**”). Following discussion, upon vote unanimously carried, the Board adopted the Resolutions and authorized execution of the Certification of Budget. The District Accountant was directed to transmit the Certification of Tax Levies to the Board of County Commissioners of Jefferson County not later than January 10, 2024. The District Manager was directed to transmit the Certification of Budget to the Division of Local Government no later than January 31, 2024.

**Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan:** Following discussion, the Board determined that the Resolution Authorizing Adjustment of the District Mill Levy in Accordance with the Service Plan was not necessary.

**DLG-70 Certification of Tax Levies Form:** Following discussion, upon motion duly made by Director Murawski, seconded by Director Sweatt and, upon vote, unanimously carried, the Board authorized the District Accountant to prepare and sign the DLG-70 Certification of Tax Levies Form (“**Certification**”), and directed the District Accountant to file the Certification with the Board of County Commissioners and other interested parties.

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**Preparation of 2025 Budget:** Following discussion, upon motion duly made by Director Murawski, seconded by Director Sweatt and, upon vote, unanimously carried, the Board appointed the District Accountant to prepare the 2025 Budget.

**Preparation of 2023 Audit:** Following discussion, upon motion duly made by Director Murawski, seconded by Director Sweatt and, upon vote, unanimously carried, the Board approved the engagement letter with Dazzio & Associates, P.C. to perform the 2023 Audit.

### LEGAL MATTERS

**Service Agreement for Trash and Recycling Services with Republic Services, Inc.:** Following discussion, upon a motion duly made by Director McDonald, seconded by Director Murawski and, upon vote, unanimously carried, the Board ratified approval of the Service Agreement for Trash and Recycling Services with Republic Services, Inc.

**Resolution Amending Policy on Colorado Open Records Act Requests:** Attorney Cortese reviewed the Resolution Amending Policy on Colorado Open Records Act Requests with the Board. Following review, upon a motion duly made by Director Sweatt, seconded by Director McDonald and, upon vote, unanimously carried, the Board adopted the Resolution Amending Policy on Colorado Open Records Act Requests.

### MANAGER MATTERS / OPERATIONS AND MAINTENANCE

**Mailbox Solar Lighting and Proposal for Post Installations:** Ms. Terrell provided an update to the Board, noting that the posts have been installed. Homeowner, Justin Phillips, will install the solar lights. The Board approved Mr. Phillips posting a plaque near the lights.

**Drainage Issue behind 11982 and 11992 W. Quarles Ave.:** Ms. Terrell provided an update to the Board regarding the mitigation efforts and presented a proposal from Keesen Landscape Management, Inc. for additional mitigation work. Following discussion, upon a motion duly made by Director Sweatt, seconded by Director McDonald and, upon vote, unanimously carried, the Board approved the proposal from Keesen Landscape Management, Inc. in the amount of \$4,838.31.

**Proposal from Keesen Landscape Management, Inc. for 2024 Landscaping Services:** Ms. Terrell reviewed the proposal for 2024 landscaping services with the Board. The Board stated they would like the Landscaping Committee to review as well. Upon a motion duly made by Director Sweatt, seconded by Director Turtle and, upon vote, unanimously carried, the Board authorized the Landscaping Committee to review and approve the proposal for 2024 landscaping services and make a final determination on the same.

**Special Districts Master Services Agreement and Related Statement(s) of Work Between the District and CliftonLarsonAllen LLP for 2024 Accounting Services and Management Services:** Upon a motion duly made

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by Director Turtle, seconded by Director McDonald and, upon vote, unanimously carried, the Board approved the Special Districts Master Services Agreement and related statement(s) of work between the District and CliftonLarsonAllen LLP for 2024 accounting services and management services, subject to final legal review.

### COVENANT ENFORCEMENT

**Covenant Enforcement and Inspection Update:** Ms. Terrell provided an update to the Board regarding covenant enforcement and inspections, noting that there have been nine violations since the last meeting, most of which are related to landscaping and one for unapproved changes.

### OTHER BUSINESS

None.

### ADJOURNMENT

There being no further business to come before the Board at this time, upon a motion duly made by Director McDonald, seconded by Director Sweatt and, upon vote, unanimously carried, the Board adjourned the meeting at 8:06 p.m.

Respectfully submitted,

By Marie Watkins  
Secretary for the Meeting

DocuSigned by:  
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**Certificate Of Completion**

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|---|------------------------------------|
| Envelope Id: 2065681637E0415CBB45A29934F1407C                 | Status: Completed                  |
| Subject: Complete with DocuSign: 1E1 - Minutes 11-09-2023.pdf |                                    |
| Client Name: Mountain's Edge MD                               |                                    |
| Client Number: A347635  |                                    |
| Source Envelope:  |                                    |
| Document Pages: 6   | Signatures: 1                      |
| Certificate Pages: 4  | Initials: 0                        |
| AutoNav: Enabled  | Envelope Originator:               |
| Enveloped Stamping: Enabled                                   | Sandy Brandenburger                |
| Time Zone: (UTC-06:00) Central Time (US & Canada)             | 220 S 6th St Ste 300               |
|   | Minneapolis, MN 55402-1418         |
|   | Sandy.Brandenburger@claconnect.com |
|   | IP Address: 65.59.88.254           |

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| Status: Original      | Holder: Sandy Brandenburger        | Location: DocuSign |
| 7/15/2024 12:37:33 PM | Sandy.Brandenburger@claconnect.com |                    |

**Signer Events**

Marie Watkins  
 Mariedwatkins1111@gmail.com  
 Security Level: Email, Account Authentication (None)

**Signature**



Signature Adoption: Pre-selected Style  
 Using IP Address: 73.153.144.214

**Timestamp**

Sent: 7/15/2024 12:40:04 PM  
 Viewed: 7/15/2024 1:25:15 PM  
 Signed: 7/15/2024 1:25:40 PM

**Electronic Record and Signature Disclosure:**

Accepted: 7/15/2024 1:25:15 PM  
 ID: 9a2a4b08-50d7-4cf6-9da2-46a43fe9fb68

| In Person Signer Events      | Signature        | Timestamp             |
|------------------------------|------------------|-----------------------|
| Editor Delivery Events       | Status           | Timestamp             |
| Agent Delivery Events        | Status           | Timestamp             |
| Intermediary Delivery Events | Status           | Timestamp             |
| Certified Delivery Events    | Status           | Timestamp             |
| Carbon Copy Events           | Status           | Timestamp             |
| Witness Events               | Signature        | Timestamp             |
| Notary Events                | Signature        | Timestamp             |
| Envelope Summary Events      | Status           | Timestamps            |
| Envelope Sent                | Hashed/Encrypted | 7/15/2024 12:40:04 PM |
| Certified Delivered          | Security Checked | 7/15/2024 1:25:15 PM  |
| Signing Complete             | Security Checked | 7/15/2024 1:25:40 PM  |
| Completed                    | Security Checked | 7/15/2024 1:25:40 PM  |

**Payment Events**

**Electronic Record and Signature Disclosure**

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You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com)

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To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at [BusinessTechnology@CLAconnect.com](mailto:BusinessTechnology@CLAconnect.com) and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- Until or unless you notify CliftonLarsonAllen LLP as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by CliftonLarsonAllen LLP during the course of your relationship with CliftonLarsonAllen LLP.